100% PHOTO ID CHECK TO ENTER THE BUILDING
Hours of Operation:
**Monday-Thursday
8:30 am - 4:30 pm
Friday
9:30am-4:30pm**

americanjobcenter

Northwest

Walk In Services: Monday-Thursday 9:00am-2:30pm

Unemployment Compensation: Mon.-Thurs. 8:30am-4:00pm
Friday 9:30am-4:00pm

JUNE 2014

Mon	Tue	Wed	Thu	Fri
2 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**3** **The Conversation That Gets the Job (Interviewing Skills)** 9:00am - 10:00am Classroom 1 **Get to Know Your American Job Center (Orientation)** 11:00pm - 12:00pm **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**4** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Navigating DC Networks** 11:00am – 12:00am Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**5** **Get to Know Your American Job Center (Orientation)** 9:00pm - 10:00pm Classroom 1 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required	**6**
9 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**10** **Successfully Submitting Online Job Applications** 9:00am - 10:00am Classroom 1 **Get to Know Your American Job Center (Orientation)** 11:00pm - 12:00pm **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**11** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Navigating DC Networks** 11:00am - 12:00pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**12** **Get to Know Your American Job Center (Orientation)** 9:00pm - 10:00pm Classroom 1 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**13**
16 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required	**17** **Using Social Media in Your Job Search** 9:00am - 10:00am Classroom 1 **Get to Know Your American Job Center (Orientation)** 11:00pm - 12:00pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**18** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Navigating DC Networks** 11:00am - 12:00pm Classroom **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**19** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)	**20**
23 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1	**24** **Writing a Professional Cover Letter** 9:30am – 10:30am Classroom 1 **Get to Know Your American Job Center (Orientation)** 11:00pm-12:00pm Classroom 1	**25** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Navigating DC Networks** 11:00am – 12:00am Classroom 1	**26** **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Creating a Smart Resume** 11:00am - 12:30pm Classroom 1	**27**
30 **Get to Know Your American Job Center (Orientation)** 9:00am - 10:00am Classroom 1 **Smart Resume: Tips, Tools and Techniques** 11:00am - 12:30pm Classroom 1 **Microsoft Digital Alliance** 2:00pm - 4:00pm Classroom 1 (Pre-registration Required)				

Attendance Policy

FIRST COME, FIRST SERVE SEATING.
A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of the session.**
In fairness to all **session participants**, doors will be closed and begin at scheduled start time.
Although DOES makes every effort to maintain our schedules as assigned, **session times are subject to change without prior notice.** **Seating capacity strictly enforced.**

Navigating DC Networks
Learn the best strategies to connect with employers and their job postings online through DCNetworks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

Get to Know Your American Job Center (General Orientation)
This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions. Customer must bring proof of ID and Social Security Number.

Smart Resume: Tips, Tools, and Techniques
Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume styles, and using key words and phrases.

Creating a Smart Resume
Now that you've learned how to create a smart resume, let's get to work in the computer lab! Get assistance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

Using Social Media in Your Job Search
Eighty-nine percent (89%) of all new hires are made through referrals, networking, or ap- plicant research. Find out how using social networking sites such as Facebook, Twitter, and LinkedIn can im- pact your job search.

The Conversation That Gets the Job
Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Successfully Submitting Online Job Applications
Participants will learn how to navigate in DCNetworks.org to successfully create job searches, and will learn how apply for jobs Online. **Seating capacity 15.**

Microsoft Digital Alliance
Brand new to computers? This 4-week, hands-on course is for you! Learn how to use the mouse, keyboard, and send an email with an introduction to Microsoft programs. Pre-registration is required for the Microsoft Digital Alliance course.
You must pre-register for this class by contacting Claudia Serrano at 202- 442-4456.

Unemployment Insurance Benefits Services
Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim 8:30am-5:00pm Monday thru Friday. Customers will be received in the center until 4:00pm.
After 4:00pm, customers may call the UI Call Center at 202-724-7000.

Vocational Rehabilitation Services through the Vocational Rehabilitation Administration
Representative is available on Mondays from 9:00am – 3:00pm. Customers must have a referral from an Employment Specialist.

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, emergency food, utility assistance, mental health services, literacy/ESL/ numeracy services etc.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.
You can register at www.dcnetworks.org